

FOL EXECUTIVE BOARD MEETING MINUTES, 1/16/20

Welcome

In attendance: Sarah Groleau, Donna-Marie Tung (virtual via Zoom), Anne Cunningham and Harriet Fishman.

Secretary's Report

Approval of Last Executive Board Minutes

After review, Motion approved unanimously to accept 10/20/19 FOL Executive Board Minutes.

Website

Sarah said the FOL section of the Library's Website need to be updated. Harriet will review and remove announcements of old events, job descriptions, et al. Also, it was agreed that minutes from the prior 2 Annual Meetings and all other FOL board meetings which occurred during this time should be maintained on the Website. Other minutes will be removed once Anne determines we have electronic copies of the same.

COI and Whistleblower policies

Donna to sign another set of policies. Judy is the only other person who needs to sign these forms – Harriet to reach out to her.

Correction to November Board Meeting

Harriet to correct date of FOL Board meeting to reflect the 11/9/19 date.

Treasurer's Report

2019 Full Year Actual

2019 Budget anticipated a small shortfall. In fact, we had a gain: the difference between the anticipated shortfall and actual gain was primarily the result of an increase in the receipt of unrestricted funds.

In that it has already been approved, Anne will purchase a 9 month CD with funds from the Rainy Day Fund. It was agreed she may round up by \$70 since CD's can only be purchased in \$1,000 increments and 50% of the 2019 funds remaining in the Fidelity Account is \$8,929.57. See Cash Management Calculation. It was also agreed Anne would purchase a CD with the \$4,500 the Board approved for the purchase of books since those funds are not released till the Fall.

Motion approved unanimously to Approve Treasurer's 2019 Budget v. Actual Report.

2020 Proposed Budget

No surprises as it relates to the YTD 2020 expenditures/income.

Motion approved unanimously to include an additional \$50 in the budget: the Secretary of States filing fee for additional required documents.

As has been past practice, the money for book purchases will be paid in either September/October: following the end of the third quarter.

Book Sale/Book Room

Sarah will speak with Claire and Elizabeth regarding logistics in the gathering/storing/setting up/selling of books at our now 1 book sale/year.

We are looking for a proposal from the Trustees regarding what needs to be done to the "Project Room" to make it usable space. Required are Elizabeth's thoughts/input with regard to how this room should be used.

Programs

Sarah spoke briefly about a program she will offer to library patrons, “How to Donate Money to the Library”, following both the Trustees and the FOL board adopting a gift policy. Sarah has lead seminars on this subject in the past. She has found that having a policy in place (1) gives donors peace of mind because they are assured their funds will be used wisely and (2) provides board members protection because the rules of how a donor’s money will be spent are outlined. Also, it has been found that when policies are established, more donations are generated.

Harriet will research and propose adoption of such a policy at the next Executive Board meeting.

Passes

It is understood that pass use increases considerably in the summer months, reflecting greater choices offered during that time.

We reviewed the numbers related to pass use sent by Donna. The numbers reflect a very low attendance rate. However, there may be more to the numbers than is reflected in the chart. For example, 1 pass to the Children’s Museum admits up to 6 people. We need to receive more information to determine whether we should continue to purchase these passes. Sarah will speak with Elizabeth with the following request: can staff/volunteers at the desk begin a track the numbers of people who will use the pass when 1 is taken. Also, promotion of the passes was discussed. Monthly activities at the Remick Farm and the Children’s Museum might be displayed: maybe, somewhere near the checkout desk? Also, might they be placed on the Freedom Bulletin Board? Sarah will look into promotion questions. (Anne to look for Word file to send to Sarah)

Other Old Business

Date of Volunteer Dinner – Potential dates: August 24 or 26.

New Business

None

Next meeting:

FOL Board Meeting: May 2; 10:00am at the Library.

Executive Board Meeting: April 23; noontime at the Library

Respectfully submitted,

Harriet J. Fishman